



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 15-035

OPEN TO: All Bangladeshi Interested Qualified Candidates/All Sources.

POSITION: Financial Analyst, FSN-435-11
(Salary approx. Tk. 1,69,000 per month).

Depending on qualifications and experience, Incumbent(s) may be hired at a trainee grade (Lower than the position grade.)

OPENING DATE: May 4, 2015

CLOSING DATE: May 17, 2015

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Financial Analyst** in the Office Financial Management.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, a candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

The Financial Analyst (FA) is responsible for analyzing and advising on the complex financial aspects of implementing and evaluating USAID projects in Bangladesh. The FA conducts financial and operational analysis of various aspects of the internal operations of USAID/Bangladesh and the grantees/contractors. The FA is assigned to one or more technical team portfolios of projects and is responsible for performing all the above functions for his/her portfolios. Implements of the Mission's Audit Management and Resolution Program. Also, implements the FMFIA review on behalf of the Mission's Management Control Review Committee (MCRC). Serves as Acting Supervisory Financial Analyst or Chief Accountant as necessary.

MAJOR DUTIES AND RESPONSIBILITIES:

The Financial Analyst (FA) performs professional financial and accounting duties for portfolios assigned as summarized below:

A. Serves as financial management expert for the Office of Financial Management, USAID/Bangladesh:

Analyzes and makes recommendation on the general financial feasibility of projects, adequacy of project dollar and local currency budgets, alternative sources of financing, total cost over life of project and project financial reporting. Performs financial analysis including cost/benefit, least cost, cash flow and financial statement ratios. Provides financial guidance in project development and implementation. Drafts financial sections of project papers, agreement, implementation letters and other project documentation. Monitors the financial progress of project activities.

Reviews Mission funding documents, e.g. MAARDs, and other to ensure funds control and availability functions, such as: (1) input financial data into Phoenix system; (2) verify accuracy of financial data and appropriateness of documentation presented to support accounting entries and fulfillment of conditions precedent to disbursement; (3) ensure the accuracy of system database through periodic review and update of data elements; (4) review and take appropriate action regarding accounts receivable; (5) perform biannual unliquidated obligation review for Office/Team activities to fully support outstanding obligations and commitments; (6) perform the quarterly project accounting analysis, assist in the accrual exercise, perform unliquidated obligation review, identify and recommend adjusting entries to the accounts to bring the project/program pipelines into accurate levels. Reviews and comments on financial information submitted by institutions in fulfillment of conditions precedent to the disbursement of project funds. Prepares Mission-



wide and project specific reports to include pipeline reporting; burn rate and accruals analyses, office-related budgets, financial accounting and reporting aspects of project design and implementing documents.

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Works with the Technical Teams to assist Partners in responding to audit recommendations, recommending resolution of audit findings and recommendations including working with technical teams to develop plans of action to resolve audit findings including developing action plans, management agreements, monitoring implementation and closing audit findings.

- Prepares: Work plans at least a year in advance; mid-term and annual evaluation reports of grantees, sub grantees and contractors, and provides necessary guidance and counseling.
 - Performs financial analysis services to program and technical office teams, including, as required, on-site financial reviews in order to:
 - assess prospective recipient's administrative and institutional capabilities to implement programs;
 - determine appropriateness and effectiveness of recipient operating procedures and cash management practices;
 - provide an opinion on the confidence to be placed on the recipient's internal controls and offer advice to recipients on weaknesses and possible solutions to identified problems;
 - provide input to recipient's work plans, expenditure plans and budgets;
- monitor the financial and accounting performance of grantees and contractors, assuring that implementation plans and procedures manuals are being complied with and that appropriate corrective measures are taken in a timely manner;
- review the performance of implementing agencies by examining accounting ledgers and supporting documents, preparing site visit reports with detail findings and recommendations, tracking and following up on implementation recommendations.

B. Implements Mission Audit Plan, Office of the Financial Management Office, USAID/Bangladesh. He/she will be responsible for overseeing the



Mission's Audit Management Program and ensuring Analysts support the technical offices by:

- Develops the Mission's Audit Inventory and Annual Audit Plan by liaising with technical teams and other Mission support offices.
- Executing the Mission's Annual Audit Plan by working with technical teams and partners to contract and conduct audits as required including developing audit Statements of Work and providing detailed financial information to comply with USAID's Recipient Audit Guidelines.

C. Under direction of the Supervisory Financial Analyst, implements the Mission Federal Managers' Financial Integrity Act assessment and reports the results to the Management Control Review Committee and USAID/W; monitors the progress toward resolving reported internal control weaknesses.

D. Performs other tasks and special projects assigned by the Supervisory Financial Analyst, Chief Accountant, the Deputy Controller, and the Controller which may include:

- a number of special projects and duties including writing Mission Orders, reports, participating in meetings with GOB official, bankers, public and private partner and non-partner organization and Mission personnel.
- Performs cash Reconciliation reconciliation and local currency reporting.

The employee is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.



Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.

QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** 4 Years university degree in accounting, finance or business administration or B. com or CPA (or local equivalent). A professional certification such as the certified public accountant (CPA) certificate (or local equivalent) is highly desired. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Language Proficiency:** Language Proficiency: Level IV, both written and spoken English is required. Skill in writing English is particularly important. English language proficiency will be tested at the time of selection. **15 points**
- 3. Prior Work Experience:** Five to seven years of progressively responsible and managerial experience in professional accounting, auditing, or other financial management activity. At least two years experience with a US Government agency or an international donor organization in an accounting or financial management capacity is desired. Additional experience needed if full education requirement is not met. **30 points**
- 4. Knowledge:** The incumbent should possess a thorough understanding of professional accounting principles, theories, practices and terminology. The incumbent will be expected to gain a thorough knowledge of laws, regulations and procedures associated with USAID financial management. **15 points**
- 5. Skills and Abilities:** The incumbent must understand accounting practices and procedures and be able to identify those that require correction or modification. He/she must be able to communicate effectively both verbally and in writing with accounting and non-accounting individuals. Must establish and maintain cordial working relationships with counterparts, people in the private sector, and other mission staff. Must be highly proficient (an advanced to expert user) in using spreadsheet and word processing. Must be innovative and have the ability to exercise independent judgment where



financial and accounting matters are concerned. He/she must be able to perform effectively as a team member. **25 points**

ADDITIONAL SELECTION CRITERIA:

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees promoted to a new position within the past year must have approval from a supervisor to apply.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified candidates are requested to submit the completed and signed Official Form OF-612 or DS-174 along with a cover letter and resume. **Form must be completed in English.** You may fill in the answers on a computer and print it, or print a blank copy and fill it out by hand. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

[Application Form DS-174](#)



All Bangladeshi applicants must complete the application form & must attach the following documents; if you do not attach the below mentioned documents, your application will not be considered complete, therefore, will not be processed further:

- I) A passport size photograph (taken within six months),**
- II) A copy of Passport or Voter ID or Driver's License, and**
- III) A copy of educational or trade school certificate as required.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

SUBMIT APPLICATION TO:

All candidates must submit the **Universal Application for Employment form** DS-174 or OF-612 either by regular mail (postal service) **or**, deliver by Hand to the South barrier of the U.S. Embassy. **Please do not send applications via fax.**

Blank application forms are also available at the South barrier of the U.S. Embassy (near the Nepal & Vatican Embassy) and at our internet website at <http://dhaka.usembassy.gov/> (Go to “About Us” and click on “Job Opportunities”)

CLOSING DATE FOR THIS POSITION: May 17, 2015

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.



NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. Women and members of minority groups are encouraged to apply.